

## **The Short Version of the OPI Special Education Monitoring Process**

All school districts with students receiving special education services are monitored once every five years.

The monitors review two records for each special education teacher. The review can be as few as 14 items or as many as 116.

- Items are scored Yes or No, with 19 items also having a Not Applicable scoring. Items which are scored as a "No" are called, "non-compliant."
- Items are separated into eleven areas: Dates, Timelines, Sped Record Includes, Referral, Evaluation Plan, Evaluation Report, IEP, IEP Excusal, IEP Amendment, Transition and Transfer Students.

Additional records are reviewed for Student's With Unique Concerns (SWUC). There are 11 areas on the SWUC, each area is reviewed for compliance. This compliance review ranges from 2 - 18 items per area. SWUC areas include Transfers, Expulsion, Suspension, Aversive Treatment Plans, Manifestation Determination and Others.

A District Record Review with six areas (total of 6-15 items) is also completed. This focuses on the content of district forms.

Record reviews are completed by OPI Helena staff and OPI Part-time Permanent Employees (PPSEs).

District record review results are summarized in Excel Spreadsheets referred to as the "Record Review Summary" and "SWUC Summary."

The Record Review/SWUC Summary is coded to identify if noncompliant items need to be corrected by the district in either 30 days or 60 days. Noncompliant items are identified by individual student. Corrections differ by item and may be done by:

1. Having meetings, and/or
2. Changing sped paperwork (IEP Amendment), or
3. The district providing a letter of assurance changes have been made.

The Record Review Summary is sent to the district so they can correct the noncompliant items. After 30/60 days the district provides information as to which items have been corrected.

Any items which are not corrected become "findings." A monitoring report is sent to the district with these findings. The district has one year to correct the findings.

OPI then tracks the completion of these findings.

Once the findings have been corrected, the district is sent a letter of completion and the district's special education services are not reviewed until the next five year cycle.